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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Logistics

DATE: 24 February 1955

FROM : Chief, Real Estate & Construction Division

SUBJECT: Weekly Activity Report

1. Items of Special Interest:

a. DCI Move from Admin. Bldg. to South Bldg.:

- (1) All equipment has been installed in the new kitchen and will be in operation by 28 Feb.
- (2) Framing for walls and ceilings in DCI and DDCI suites substantially completed. Air conditioning duct work and 65% of lighting fixtures have been installed.
- (3) PBS scheduled to start work in IAC Conference Room about 10 March.
- (4) Memorandum outlining additional GPO space requirement was forwarded to D/L for signature on 17 Feb.
- (5) Work progressing on first floor reception area and third floor space to be occupied by SA/PC.
- (6) All moves in connection with this project have been accomplished on schedule so far. General Counsel Library is being vacated today to permit renovations.
- (7) Security Office has proposed using Room 126, Admin. Bldg. as the new location for the Snack Bar which is presently in South Bldg. Final approval of GSA is required.

b. Tunnel Project:

Work on this project is scheduled to resume on 1 March.

c. Tempo K Bldg. Cafeteria:

Memorandum completed and forwarded to ACOP/LO on 17 Feb.

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25X1A

d. [REDACTED]

(1) Commo:

Details regarding the antennae equipment being provided were received from OC/E and will be forwarded [REDACTED]

25X1C

2. General:

Regulation covering the functions of the Space Maintenance & Facilities Branch is being drafted.

3. Projects and Studies in Process:

a. Construction and Utilities:

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(1) [REDACTED]

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[REDACTED]: Final inspection and acceptance of work made. Voucher being processed for payment.

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(2) [REDACTED]

(a) Record Center: An inspection of Record Center was made on 23 Feb. Contractor is in process of completing mechanical installation. It is estimated that about 2 weeks will be required to complete the tests and checks on this system when complete. The contractor has submitted his proposal on the final changes requested by this office and does not desire to paint the exterior wall surfaces in lieu of the transparent water repellant to cover discoloration in exterior concrete walls. A decision will be made regarding this and the contractor will be directed to perform the necessary work to satisfactorily complete the project.

Other work in progress seemed to be satisfactory. All shelving on the first floor was erected and it appeared that the shelving contractor will complete his work prior to 1 March.

The construction engineer was informed of the possible delay due to tests and checks on the mechanical system and was directed to delay the movement of records into the 1st floor if security will be jeopardized during the tests.

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(b) Emergency Reproduction Facilities: Available space at this station was inspected by representatives of this office in order to determine what method would best provide adequate operating space. Two proposals were under consideration, one to add a wing to the existing Administration Bldg. and the other to erect a new building.. The space requirements were submitted by [REDACTED] 25X1A
A report containing recommendations will be submitted by 4 March.

25X1A

(3) [REDACTED]

A cable requesting authority to connect the new Administrative building to the Admin. Bldg. #1 and increase the size of the 2 warehouses was received. Action will be taken upon receipt of justification from the Division.

25X1A (4) [REDACTED]

Cable being prepared regarding fire pump. Inspection of available fire trucks at [REDACTED] will be made next week.

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Schedule of [REDACTED] activities at site were submitted to WE for arrangement of appointments with MDW and Agency personnel.

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3C - Space, Maintenance and Facilities

a. Utility Wiring and Air Conditioning Contract:

As indicated in prior report, exchange of transformers at [REDACTED] scheduled for 26 and 27th February 1955.

25X1A

b. FI/STD - Commo - Air Conditioning [REDACTED]

25X1A

PBS electricians resumed installation of air conditioning on 21 February 1955.

c. Request of DD/P for Additional Space:

Study being made relative to consolidation of all DD/P activities except (TSS) in I-J-K and L Buildings, plus provision of additional space for increased DD/P ceiling.

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d. [REDACTED]

1. Starting date for resumption of contract work not yet determined.

2. PBS group forces have started new work required to complete sound laboratory project.

e. Telephone Survey:

Physical surveys were conducted throughout the following listed offices; Office of the Comptroller, Fiscal Division, Budget Division, Program Analysis Staff, Technical Accounting Staff, Inspector General Staff, Office of the Special Assistant to the Director for Planning and Coordination, DDI/OCD (partial) [REDACTED] Street, Tempo M and Q, Building #14 and North Building. The survey throughout the DDI/OCD area will be completed this week.

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24 February 1955

3C - Space, Maintenance and Facilities

Moves:

Completed during past week:

DDP/Admin. within L Building, 18 February
NSC within Executive Office Building, 21 February
General Counsel Library, relocated within South Building, 23 February
DDP/NEA within I Building, 23 February

Tentative for coming week:

DDP/IO within K Building (partial), 28 February

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Chief,
Real Estate and Construction Division

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